

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1799

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Agency
Department of the Environment / Waste Management Admin

Division/Unit
Oil Control Program

Item No.	Description	Retention
1	<p>This schedule supersedes Items Number 15, 16, 21, 22 and 23 of Schedule Number 902, dated April 12, 1982, which is listed under DNR-Water Resources Admin.</p> <p><u>Oil Vehicle Operators Certification</u> These files contain applications, test results, violations, related correspondence, etc., for individual operators. Certification program is not longer in operation.</p>	<p>Retain file for three (3) years. Then destroy.</p>
2	<p><u>Oil Operations Permits</u> These files contain operations permit application(s), spill plan(s), related correspondence, etc for facilities.</p>	<p>A. For facilities within Maryland, destroy fifteen (15) years after permit has expired or has become inactive.</p> <p>B. For out-of-state facilities, destroy ten (10) years after permit has expired or has become inactive</p>
3	<p><u>Program Personnel Files</u> These files involve history of personnel to include: job applications; job description; evaluations; reclass history; tax information; medical information; letters of commendation; letter of reprimand; etc.</p>	<p>Retain three (3) years after individual leaves program, then destroy.</p>

Schedule Approved by Department,
Agency or Division Representative

Date 1/4/96
Signature [Signature]
Typed Name Horacio Tablada
Title Administrator

Schedule Authorized by State Archivist

Date FEB 13 1996
Signature [Signature]

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Item No.	Description	Retention
4	<u>Journals</u> These files contain records of all outgoing correspondence.	Retain for three (3) years, then destroy.
5	<u>Underground Storage Tank (UST) Registration</u> Files contain history of underground storage tanks at specific sites within the State of Maryland.	Files are retained within Program until tank is removed or placed permanently out-of-service. Upon this change, retain file for thirty (30) years, then destroy
6	<u>Oil Control Case Files</u> A. Files contain history of petroleum releases from underground storage tanks at identified locations throughout the State of Maryland. Files also contain UST violations, report of observation, site complaints, notice of violations, leak summary, etc. B. Files contain history of surface spills at identified locations throughout the State of Maryland and also may contain driver violations, spill report, site complaints, notice of violations, report of observation, etc. applicable to specific surface spills.	A. Open cases are retained within Program until case is closed. For closed cases, retain 20 years, then destroy. B. Open cases are retained within Program until case is closed. For closed cases, retain five (5) years, then destroy.

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7	<p><u>UST/Leaking Underground Storage Tank (LUST) Cost Recovery</u> These files contain all history of releases that re eligible for cost recovery. Files also contain accounts payable, invoices, time allocations, report of observation, case history, etc.</p> <p>-----</p>	Retain for ten (10) years after submission of Financial Status Report or until all audit requirements have been fulfilled. Then destroy
8	<p><u>Revenue Files</u> These files contain all documentation pertaining to monies received. May include receipts, ledgers, and databases. These files contain records of all outgoing correspondence relative to revenue.</p> <p>-----</p>	Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled. Then destroy.
9	<p><u>UST Installer Certification</u> Files contain test and general correspondence pertaining to underground storage tank installer certification.</p> <p>-----</p>	Retain for two (2) years after expiration of installer certificate, then destroy.
10	<p><u>UST/LUST Allocations</u> These series of files include all records supporting UST/LUST grant allocations. They include, but are not limited to: procurement records consisting of requisitions, purchase orders, general invoices, and other appropriate procurement records; payroll/activity charges consisting of federal timesheets, general payroll, and daily activity forms for field staff; general cost accounting records consisting of detail cost ledgers, adjustments and budget grants.</p>	Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled, then destroy.

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11	<u>Oil Transfer Fee Files</u> These files contain oil transfer fee reports and associated correspondence.	Files are retained within Program until license expires. Upon expiration, retain for ten (10) years then destroy.
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12	<u>Upgrade and Replacement Fund Fee Files</u> These files contain Upgrade and Replacement Fund reports and associated correspondence. The Upgrade and Replacement Fund provides low interest loans to tank owners to upgrade, remove, or replace their USTs.	Retain ten (10) years after fund closing, then destroy